

Reports  
July - Dec  
18 July 1953

Chief, Management Staff

Acting Chief, Records Management Staff

Weekly Report for Week Ending 16 July 1953

1. Contributions

a. Tangible

- (1) Received 132 cu. ft. of inactive records at the Records Center from four offices, and disposed of 106 cu. ft. The ratio of holdings disposed of to records received continues higher than last calendar year.
- (2) Approved and designed four new forms.
- (3) Returned three safes to stock, converted two files from legal size to letter size, and brought about eight improvements in records keeping practices through our work to date in installing the subject-numeric system in the Personnel Procurement Division.

b. Intangible

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- (1) Assisted Mr. [REDACTED] (in Depository) in developing an orientation exhibit for [REDACTED]

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2. Assignments - Active

- a. Forms in Process - Nine new and 11 revised forms are under review.
- b. Forms Management Survey, Printing Services Division.
- c. Reduction in [REDACTED] requirements for Forms - Project continuing on a full-time basis. Reviewed 27 forms during the week. Sixty-three remain to be checked.
- d. Revision of Travel Order Form - Received approval of the revision from the Directors of Personnel and Logistics.  
Approval from the Comptroller is pending
- e. Revision of Chain Envelope and Courier Receipt.

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**F. Audit of Records Control Schedules**

(1) OER - Return of approved [redacted] schedule within a week has been promised.

(2) Legislative Counsel - Completed initial survey of records.

**G. Subject-Numeric Files Installations, Personnel Procurement Division. See "Contributions - Tangible."**

**H. Shelf File Installations**

(1) Medical Staff

(2) Acquisitions Branch Library/OER.

(3) Map Library Division/CRP.

(4) OF Official Personnel and Applicant Files - Requisition being prepared for the pilot installation which will house 160 linear feet, or over 10%, of the files.

**I. File Clean-Up Campaign - Completion of staff study emitting a report on the results of the last Commerce Department campaign.**

**J. Suggestion Awards Staff Subject Files Index.**

**K. VM Program - Reviewed draft's of current VM Schedules for OJ, OER, OBI, General Counsel, and the Office of DD/S.**

**3. Assignments - Inactive**

**a. OBI Subject-Numeric Files Installations.**

**b. Logistics Security Staff Card Index.**

**c. Budget Office/OC Files Survey.**

**d. Machine Records Division Files Survey.**

**e. Document Division Sorting Rack.**

**4. News**

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**a. Mr. [redacted] a JUT who spent some time with us, proposes to install the subject-numeric filing system at his next assignment in [redacted]**

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- b. The first floor of the Records Center addition has been accepted for "beneficial occupancy" on 21 July 1958. Permission has been received from DD/P to begin transferring their records on that date.
- c. The Records Center will soon begin using a container designed for storing 5" x 8" cards. About 30% greater storage capacity will be gained for this type of record.

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- d. [REDACTED] and I took part in the first day of the "Operation Alert" exercise. [REDACTED] will remain at the site for the balance of the exercise.

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7/18/58